

Board of Control Minutes – Stow City Hall

Mayor's Conference Room on Wednesday, December 3, 2014 at 9:30 a.m.

MEMBERS PRESENT: Mayor Sara Drew
 Finance Director Baranek
 Law Director Zibritosky
 City Engineer McCleary
 Service Director Wren

ALSO PRESENT: Lisa Jarvis Chief Film
 Don Brooker John Earle
 Linda Nahrstedt Dale Germano
 Sheila Rayman Rob Kurtz

The Board of Control Minutes are attached.

Other items on the agenda were:

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING BIDS THAT WERE OPENED ON NOVEMBER 25, 2014 FOR MISCELLANEOUS STORM SEWER REPLACEMENT PROJECTS.

SHEILA RAYMAN, ASSISTANT CITY ENGINEER, HAS REVIEWED THE BIDS AND IS RECOMMENDING THE AWARD BE GIVEN TO THE LOWEST, MOST RESPONSIVE, AND RESPONSIBLE BIDDER, S.E.T., INC. IN THE AMOUNT OF \$107,781.90 AND ALLOWING A 10% CONTINGENCY BRINGING THE TOTAL TO \$118,560.09.

Mr. Baranek moved for discussion of this item, Mayor Drew seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A REQUEST FOR LEGISLATION AUTHORIZING THE EXPENDITURE OF UP TO \$43,250.00 FOR CELLULAR SERVICE FROM CELLCO PARTNERSHIP DBA VERIZON WIRELESS FOR THE CALENDAR YEAR OF 2015.

WE PREVIOUSLY CONDUCTED AN APPLES-TO-APPLES INFORMAL BIDDING PROCESS WITH THE THREE BIG COMPANIES: SPRINT, VERIZON AND AT&T, WITH SPRING COMING IN THE LOWEST OF THE THREE. SPRINT HAS HAD CONTINUING PROBLEMS PROVIDING RELIABLE SERVICE TO THE OUTLAYING FIRE STATIONS AND OTHER AREAS INSIDE THE CITY LIMITS. THIS FORCED US TO REBID THIS AND TEST THE THREE AREAS THAT WE WERE HAVING RECEPTION PROBLEMS. NOT ONLY DID CELLCO PARTNERSHIP COME IN WITH THE LOW QUOTE OF THE 3 BIGGEST COMPANIES, THEY ALSO SEEM TO HAVE VERY GOOD RECEPTION. THEY INITIALLY SUPPLY 2 DIFFERENT STYLES OF PHONES AT NO COST WITH UPGRADES EVERY 10 MONTHS. CURRENTLY THERE ARE APPROXIMATELY 108 PHONES USED THROUGHOUT THE CITY IN VARIOUS DEPARTMENTS.

THE DIRECTOR OF PUBLIC SERVICE CERTIFIES THIS PURCHASE TO BE AN EMERGENCY MEASURE NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON THAT COMMUNICATION SYSTEMS MUST BE IN OPERATING ORDER AT ALL TIMES.

Mayor Drew moved for discussion of this item, Mrs. Zibritsky seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A LEGISLATION REQUEST FOR AT&T SERVICES, INC. PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11, CODIFIED ORDINANCE 173.07 (A)(1)C AND 173.07(B)(1)E; THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING THAT LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$159,000.00 FOR LOCAL AND LONG DISTANCE TELEPHONE, U-VERSE SERVICES AND ADVERTISING FROM AT&T SERVICES INC. FOR THE CALENDAR YEAR 2015.

ALL CITY DEPARTMENTS USE THIS UTILITY VENDOR FOR TELEPHONE LINE MISCELLANEOUS COMMUNICATION SERVICES. YELLOW AND WHITE PAGE ADVERTISING SERVICES ARE ALSO PAID TO THIS VENDOR.

THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING COUNCIL TO WAIVE THE RULE REQUIRING THREE READINGS PRIOR TO VOTING ON THIS LEGISLATION.

Mr. Baranek moved for discussion of this item, Mayor Drew seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF HUMAN RESOURCES REGARDING THE RENEWAL OF EAP AGREEMENT.

THE DIRECTOR OF HUMAN RESOURCES IS REQUESTING THE BOARD OF CONTROL'S AUTHORIZATION FOR THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF STOW AND SUMMIT COUNTY FOR THE PROVISION OF AN EMPLOYEE ASSISTANCE PROGRAM (EAP) DELIVERED BY EASE@WORK FOR THE PERIOD FROM JANUARY 1, 2015 THROUGH DECEMBER 31, 2015. THIS IS PART OF AN ONGOING COLLABORATIVE EFFORT WITH SUMMIT COUNTY. A COPY OF THE PROPOSED AGREEMENT IS ATTACHED.

THE RATES HAVE REMAINED THE SAME AS THEY WERE IN 2014.

THE LAW DEPARTMENT HAS REVIEWED THE PROPOSED CONTRACT, AND HAS APPROVED IT.

AS SOME BACKGROUND AS TO USAGE, EASE@WORK HAS INDICATED AS FOLLOWS:

- IN 2013 UTILIZATION WAS 8.57% WHICH IS VERY GOOD. THE NATIONAL AVERAGE IS 4 – 7%
- THIS YEAR SO FAR, UTILIZATION IS ALREADY AT 7.7% WITH APPROXIMATELY 7 WEEKS LEFT ON THE YEAR. YOU ARE ON TARGET TO DO AS WELL OR BETTER THAN LAST YEAR.
- DURING BOTH PERIODS THERE WAS GREATER THAN 30% UTILIZATION BY FAMILY MEMBERS. THIS IS EXCELLENT.

THE DIRECTOR OF HUMAN RESOURCES IS REQUESTING THAT THE BOARD OF CONTROL APPROVE THE MAYOR ENTERING INTO AND EXECUTING THE AGREEMENT WITH SUMMIT COUNTY FOR THE PROVISION OF EAP SERVICES BY EASE@WORK THROUGH THEIR CONTRACT.

Mayor Drew moved for discussion of this item, Mr. Baranek seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE ASSISTANT CITY ENGINEER REGARDING CONSULTANT SERVICES FOR DRAINAGE DISTRICT 2 STORM SYSTEM EVALUATION REPORT.

THE ASSISTANT CITY ENGINEER IS REQUESTING APPROVAL FOR LEGISLATION FOR A PROFESSIONAL SERVICE CONTRACT IN THE AMOUNT OF \$84,970.00 FOR ENGINEERING SURVEYING, DATA COLLECTION, HYDROLOGIC AND HYDRAULIC ANALYSIS NEEDED TO IDENTIFY THE

STORM SYSTEM IMPROVEMENTS REQUIRED WITHIN THIS AREA. THE EVALUATION WILL DEFINE THE SCOPE OF IMPROVEMENTS AND CONSTRUCTION PHASE SCHEDULE NEEDED PRIOR TO DEVELOPMENT OF THE CONSTRUCTION DRAWINGS AS THIS DRAINAGE DISTRICT HAS NEVER BEEN EVALUATED IN ITS ENTIRETY.

EMH&T WERE SELECTED THE BEST OF THE PROFESSIONAL SERVICE PROPOSALS FROM THE FIVE (5) SHORT LISTED CONSULTANT COMPANIES. EMH&T WERE THE LOWEST OF THE THREE PROPOSALS WITH A COST OF \$84,970.00. THE OTHER TWO PROPOSALS SUBMITTED DID NOT MEET THE SCOPE.

THE ASSISTANT CITY ENGINEER IS REQUESTING AUTHORIZATION FOR THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T TO PROVIDE THESE PROFESSIONAL SERVICES. SHE IS ALSO REQUESTING AN EMERGENCY MEASURE BE ADDED TO THE LEGISLATION FOR THE IMMEDIATE PRESERVATION OF PUBLIC HEALTH AND SAFETY.

Mayor Drew moved for discussion of this item, Mr. Baranek seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE ASSISTANT CITY ENGINEER REGARDING THE APPROVAL OF LEGISLATION FOR A PROFESSIONAL SERVICE CONTRACT IN THE AMOUNT OF \$46,990.00 FOR ENGINEERING SURVEYING, DATA COLLECTION, AND CONSTRUCTION PLAN PREPARATION FOR IMPROVEMENTS TO SILVERCREST BASIN, ADDITION OF NEW STORM WATER MANAGEMENT FACILITIES BETWEEN BAUMBERGER AND GREENTREE ROADS AND UPGRADES TO EXISTING STORM SEWER OUTLETING WEST OF LEEWOOD ROAD AS NECESSARY. THE IMPROVEMENTS WILL BE BASED ON RECOMMENDATIONS IDENTIFIED IN A DRAINAGE STUDY COMMISSIONED BY STOW IN 2010.

CT CONSULTANTS, INC. WAS SELECTED THE BEST OF THE PROFESSIONAL SERVICE PROPOSALS FROM THE FOUR SHORT LISTED CONSULTANT COMPANIES, CT PROVIDED THE SCOPE OF SERVICES REQUESTED BY THE ENGINEERING DEPARTMENT AT A COST OF \$46,990.00.

THE ASSISTANT CITY ENGINEER IS REQUESTING AUTHORIZATION FOR THE MAYOR TO ENTER INTO A CONTRACT WITH CT CONSULTANTS, INC. TO PROVIDE THESE PROFESSIONAL SERVICES. THE ASSISTANT CITY ENGINEER IS REQUESTING AN EMERGENCY MEASURE BE ADDED TO THE LEGISLATION FOR THE IMMEDIATE PRESERVATION OF PUBLIC HEALTH AND SAFETY.

Mayor Drew moved for discussion of this item, Mr. McCleary seconded this Motion.

After this item was discussed, it was unanimously approved.

A REQUEST FROM THE ENGINEERING DEPARTMENT FOR AN APPROVAL OF A REQUISITION TO EMH&T FOR CONSULTANT SERVICES FOR DRAINAGE DISTRICT 2 ANALYSIS AND SURVEY, INCLUDING A 10% CONSULTANT CONTINGENCY, IN THE AMOUNT OF \$93,467.00.

Mayor Drew moved for discussion of this item, Mr. Baranek seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE ENGINEERING DEPARTMENT FOR AN APPROVAL OF A REQUISITION TO CT CONSULTANTS, INC. FOR CONSULTANT ENGINEER DESIGN AND SURVEY FOR SILVERCREST BASIN IMPROVEMENT, NEW STORM WATER MANAGEMENT FACILITY AND UPGRADE TO EXISTING STORM SEWER CROSSING GREENTREE AND LEEWOOD. THIS INCLUDES A 10% CONSULTANT CONTINGENCY, IN THE TOTAL AMOUNT OF \$51,689.00.

Mayor Drew moved for discussion of this item, Mr. McCleary seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE ENGINEERING DEPARTMENT FOR AN APPROVAL OF A REQUISITION TO ENVIRO SCIENCE, INC. FOR WETLAND DELINEATION FOR STORM WATER IMPROVEMENTS TO DISTRICT 21 AT SILVERCREST BASIN AND DITCH BETWEEN BAUMBERGER AND GREENTREE. THE AREA REQUIRES VERIFICATION OF WETLANDS/STREAMS AND POSSIBLE OEPA/ACOE PERMITTING PRIOR TO CONSTRUCTION IMPROVEMENTS. THIS ALSO CONTAINS A 10% ASSESSMENT CONTINGENCY IN THE AMOUNT OF \$4,950.00.

Mayor Drew moved for discussion of this item, Mr. McCleary seconded this Motion.

After this item was discussed, it was unanimously approved.


REQUEST FROM THE PURCHASING DEPARTMENT FOR AN APPROVAL OF A REQUISITION TO OHIO EDISON COMPANY FOR A PREVIOUSLY APPROVED PO #56240 – REDISTRIBUTING LINES, IN THE AMOUNT OF \$51,286.98.

Mayor Drew moved for discussion of this item, Mr. Baranek seconded this

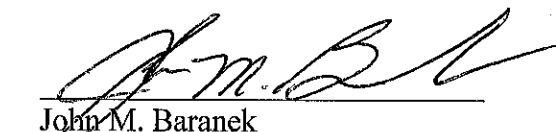
Motion.

After this item was discussed, it was unanimously approved.

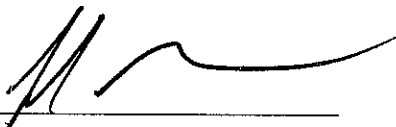
With no further business, Mr. Baranek moved, Mayor Drew seconded to adjourn the meeting at 9:35 a.m.



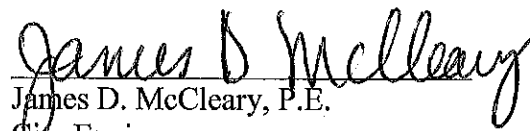
Sara Drew
Mayor




John M. Baranek
Finance Director



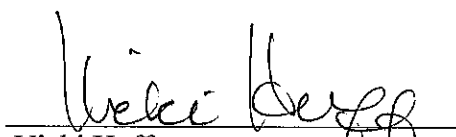
Nicholas Wren
Service Director



James D. McCleary, P.E.
City Engineer



Amber Zibritosky
Law Director



Vicki Huff
Secretary

City of Stow
Sara Drew, Mayor
Board of Control
12/3/14

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
BLDG MAINT	KARVO PAVING CO	N. RIVER RD PAVING PROJECT	BID - FORMAL	\$10,165.53
		NORTH RIVER ROAD PROJECT		
		REIMB BY HUDSON & M.F.		\$58,437.04

Discuss: Motion: Mr. Baranek Second: Mr. McCleary Abstain: _____ **TOTAL PO AMOUNT: \$68,602.57**

Approve: Unanimously Passed: Passed: Denied: Held:

BLDG MAINT SPANO BROS CONSTRUCTION CO INC 2013 FINAL ROAD CONCRETE BID - MAT'LS \$9,234.07

ROAD PROGRAM FINISHED IN PLACE

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$9,234.07**

Approve: Unanimously Passed: Passed: Denied: Held:

BLDG MAINT COKER JEREMY ROOF UPGRADE LOW QUOTE OF 2 \$1,201.50

REMOVE/REPLACE SHINGLES EXISTING BLDING AT FOX DEN

Discuss: Motion: Mr. Baranek Second: Mayor Drew Abstain: _____ **TOTAL PO AMOUNT: \$1,201.50**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
SERVICE	S E T INC	MISC STORM SEWER REPL PROJ	BID - FORMAL	\$107,781.90
		EMERGENCY STORM SEWER REPLACEMENT PROJECTS		
		10% SEWER CONTINGENCY		\$10,778.19

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$118,560.09**

Approve: Unanimously Passed: Passed: Denied: Held:

WATER \$2,246.00 **DIVERSIFIED REDI-MIX LTD** **SBP CONCRETE** **BID - MAT'LS** **\$2,246.00**

TO RELOCATE THE WATER MAILBOX

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$2,246.00**

Approve: Unanimously Passed: Passed: Denied: Held:

WATER ENG \$3,231.00 **BENTLEY SYSTEMS INC** **SUB - WATERGEMS 2000 PIPES** **BEST PRACTICAL SOURCE** **\$3,231.00**

WATERGEMS 2000 PIPES

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$3,231.00**

Approve: Unanimously Passed: Passed: Denied: Held:

WATER ENG \$1,682.00 **SUMMIT TESTING & INSPECTION CO** **COMPACTON TEST'G - STOW RD** **BEST PRACTICAL - AVAIL** **\$1,682.00**

PROFESSIONAL SV - WATERLINE STOW ROAD PROJECT

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$1,682.00**

Approve: Unanimously Passed: Passed: Denied: Held: